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CURRICULUM SUBCOMMITTEE MINUTES

3 September 2009

A meeting of the Curriculum Subcommittee of the Educational Policies Committee was held on 3 September 2009 at 2 p.m. in Old Main 136 (Champ Hall Conference Room).

Present: Ed Reeve, Chair and Engineering
Tom Bunch, Agriculture
Scott Hunsaker, Emma Eccles Jones College of Education and Human Services
Ed Glatfelter, HASS
Chris Fawson, Huntsman School of Business
Nancy Mesner, Natural Resources
Richard Mueller, Science
Bill Strong, Regional Campuses and Distance Education (representing Ronda Menlove)
Shelley Lindauer, Graduate Council
Bill Jensen, Registrar's Office
Cathy Gerber, Registrar's Office

Absent: Ben Croshaw, Academic Senate President
Rick Kelly, Graduate Student Senate President
Erin Davis, Libraries

Visitors: Ken Snyder, Huntsman School of Business
Lindi Brown, Huntsman School of Business
David Olsen, Huntsman School of Business
Larry Smith, Vice Provost
Wynn Walker, College of Engineering
John Mortensen, Registrar
Jessica Hansen, Registrar's Office

Bill Strong moved to approve the minutes of the 2 April 2009 meeting. Richard Mueller seconded; motion carried.

Tom Bunch moved to approve the business of the College of Agriculture. Scott Hunsaker seconded; motion carried.

College of Agriculture

Department of Animal, Dairy and Veterinary Sciences

Prerequisite Change

ADVS 1600	Riding Fundamentals I	2 cr.
	Prerequisite: Equine majors only or permission of instructor	
	Effective Summer 2010	

ADVS 2600	Riding Fundamentals II- Western Prerequisite: C- or better in ADVS 1600 or permission of instructor Effective Summer 2010	2 cr.
ADVS 2650	Riding Fundamentals II –Hunter Prerequisite: C- or better in ADVS 1600 or permission of instructor Effective Fall 2010	2 cr.
ADVS 3600	Equine Behavior and Training I Prerequisite: ADVS 2600 or 2650 or permission of instructor Effective Fall 2010	2 cr.
Prerequisite Change, Repeatable for credit		
ADVS 3710	Advanced Livestock Judging Prerequisite: ADVS 3650 or permission of instructor Repeatable for credit Effective Summer 2010	2 cr.
Prerequisite Change and Course Description Change		
ADVS 2190	Horse Production Practices Prerequisite: Equine majors only or permission of instructor Effective Fall 2010	2 cr.
Title Change, Course Description Change		
ADVS 1920	New Student Orientation Previously Orientation to Bioveterinary Science Effective Fall 2010	1 cr.
Title Change, Prerequisite Change, Add Multiple List		
ADVS 5690/6690	Medical Histology Previously Animal Histology Prerequisite: ADVS 2200 or BIOL 1620 or permission of instructor Add multiple of BIOL 5690/6690 Effective Fall 2010	3 cr.
ADVS 5700/6700	General Pathology Previously General Animal Pathobiology Prerequisite: ADVS/BIOL 5690/6690 Add multiple list of BIOL5700/6700 University Designation of CI for ADVS 5700 Effective Spring 2010	3 cr.

Title Change, Credit Hour Change, Prerequisite Change, Course Description Change		
ADVS 3500	Animal Nutrition Previously Principles of Animal Nutrition, 3 cr. Prerequisites: ADVS 2200; CHEM 1120 or 1220. Effective Fall 2010	4 cr.
ADVS 6510/7510	Digestion and Metabolism in Ruminants Previously Rumen Physiology and Metabolism, 2 cr. Prerequisite: ADVS 3500 Effective Spring 2011	3 cr.
Title Change, Prerequisite Change, Course Description Change		
ADVS 2300	Horse Health Care I Previously Stable Management I Prerequisite: Equine majors only or permission of instructor Effective Fall 2010	3 cr.
ADVS 2310	Horse Health Care II Previously Stable Management II Prerequisite: C or better in ADVS 2300 Effective Summer 2010	3 cr.
ADVS 4300	Leadership and Teaching Techniques I Previously Stable Management III Prerequisite: C or better in ADVS 2310 Effective Fall 2010	3 cr.
ADVS 4310	Leadership and Teaching Techniques II Previously Stable Management IV Prerequisite: C or better in ADVS 4300 Effective Spring 2011	3 cr.
ADVS 6540/7540	Energy and Protein Metabolism Previously Animal Energetics and Nutrient Metabolism Prerequisites: ADVS 3500, CHEM 5700 Effective Summer 2010	3 cr.
Title Change, Credit Hour Change, Course Description Change		
ADVS 2080	Beef and Dairy Herd Health and Production Practices Previously Beef Production Practices, 2 cr. Effective Spring 2011	3 cr.
Delete Course		
ADVS 1910	Orientation to Animal and Dairy Science Effective Fall 2010	.5 cr.

ADVS 2920	Orientation to Veterinary Medicine Effective Spring 2010	.5 cr
ADVS 3020	Biotechnology in Agriculture Effective Fall 2010	3 cr.
ADVS 3510	Applied Animal Nutrition University Studies Designation: QI Effective Spring 2011	3 cr.
ADVS 4930	Undergraduate Seminar in Veterinary Medicine Effective Fall 2010	2 cr.
ADVS 5240	Methods in Biotechnology: Protein Purification Techniques Multiple listed with BIOL/NFS/PSC 5240 Effective Spring 2010	3 cr.
ADVS 5500/6500	Animal Nutrition Research Techniques Effective Fall 2010	2 cr.
ADVS 6550/7550	Protein Metabolism and Utilization Effective Fall 2010	3 cr.
ADVS 6560/7560	Mineral and Vitamin Metabolism Effective Fall 2010	3 cr.
Department of Agricultural Systems Technology and Education		
Repeatable for credit		
ASTE 3900	Special Problems in Agricultural Systems Technology and Education Repeatable for credit Effective Spring 2010	1-6 cr.
Department of Plants, Soils and Climate		
Title Change, Course Description Change		
PSC 6570	Advanced Weed Science Previously Herbicide Physiology and Mode of Action Effective Spring 2010	3 cr.
Course Description Change		
PSC 4200	Temperate Zone Fruit Production Effective Spring 2010	3 cr.

PSC 6140	Unsaturated Flow and Transport Effective Spring 2010	3 cr.
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Chris Fawson moved to approve the business of the Huntsman School of Business.
Richard Mueller seconded; motion carried.

Huntsman School of Business

School of Accountancy

New Course

ACCT 4300/6300	Accounting Internship Effective Fall 2009	3 cr.
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ACCT 4700/6700	Seminar in Accounting Effective Fall 2009	3 cr.
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ACCT 6620	Financial Statement Analysis and Valuation Effective Fall 2009	3 cr.
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Department of Management

Title Change, Course Number Change

BUS 4620	Advanced Business Planning Previously BUS 4610, Advanced Entrepreneurship Effective Fall 2010	3 cr.
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Scott Hunsaker moved to approve the business of the Emma Eccles Jones College of Education and Human Services. Richard Mueller; motion carried.

Emma Eccles Jones College of Education and Human Services

School of Teacher Education and Leadership

Title Change

TEAL 6310	Content Area Reading and Writing Previously Literacy and Cognition Effective Fall 2009	3 cr.
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Department of Health, Physical Education and Recreation

Credit Hour Change

HEP 6600	Field Work in Health Education Previously 2 cr. Repeatable for credit Effective Spring 2010	3-6 cr.
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Department of Special Education and Rehabilitation

New Course

REH 6260	Human Growth and Development in Rehabilitation Effective Fall 2009	3 cr.
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Chris Fawson moved to approve the business of the College of Engineering. Richard Mueller seconded; motion carried.

College of Engineering

Department of Engineering and Technology Education

Title Change, Course Description Change

ETE 7230	Foundations of Engineering and Technology Education	3 cr.
	Previously Foundations of Technology	
	Effective Spring 2010	

Department of Mechanical and Aerospace Engineering

Title Change, Course Description Change

MAE 5650	Additive Manufacturing Processes	3 cr.
	Previously Nontraditional and Additive Manufacturing Processes	
	Effective Spring 2010	

Ed Glatfelter moved to approve the business of the College of Humanities, Arts and Social Sciences. Chris Fawson seconded; motion carried.

College of Humanities, Arts, and Social Sciences

Department of Music

Credit Hour Change

MUSC 6410	Collaborative Artistry	2 cr.
	Previously 3 cr.	
	Effective Fall 2009	

Chris Fawson moved to approve the business of the College of Natural Resources. Tom Bunch seconded; motion carried.

College of Natural Resources

Department of Environment and Society

University Studies Request

GEOG 4120	Environment and Development in Latin America	3 cr.
	University Studies Designation: CI	
	Effective Spring 2010	

Department of Watershed Sciences

Prerequisite Change

WATS 4310/6310	Wetland Ecology and Management	3 cr.
	Prerequisite: WATS 3700	
	Effective Spring 2010	

WATS 4490/5490	Small Watershed Hydrology	4 cr.
	Prerequisites: MATH 1100 or 1210; and WATS 3700	
	Effective Spring 2010	

Title Change

WATS 5200 Fish Habitats 3 cr.
Previously Fish Habitat Relationships in Managed Forests
Effective Spring 2010

Other Business

Chris Fawson moved to approve the request from the Huntsman School of Business to require a mandatory international trip for the full-time, on-campus MBA program. Richard Mueller seconded. The request was withdrawn. The curriculum subcommittee decided that it was not under their jurisdiction.

Chris Fawson moved to approve the request from RCDE to offer the Associate of Pre-Engineering degree. Tom Bunch seconded, motion carried.

Bill Strong moved to approve the changes in the due dates for course approvals. Tom Bunch seconded; motion carried.

Current Curriculum Subcommittee due dates for course approvals

Semester Deadlines for Curriculum Changes

Effective Semester	Curriculum Subcommittee Date
Summer	December (previous year) Meeting
Fall	December (previous year) Meeting
Spring	April (previous year) meeting

Revised Curriculum Subcommittee due dates for course approvals effective 2010 for the Summer, Fall and Spring 2011 terms.

Semester Deadlines for Curriculum Changes

Effective Semester	Curriculum Subcommittee Date
Summer	November(previous year) Meeting
Fall	November (previous year) Meeting
Spring	April (previous year) meeting

Items that can be approved three weeks prior to registration:

- Semester Credit Hours
- Title Change
- Repeatable for credit
- Dual List designation or changes

- Multiple list designations or changes
- Pass/Fail only designation
- University Studies/General Education designations

Course Approval Actions that can be acted on immediately upon EPC approval

- Delete Course
- Inactivate/Reactivate Course
- Course description
- Deletion of prerequisites
- Add new course

The following two items were brought before the Curriculum Subcommittee as discussion items. No action was required.

RESERVED SEATS

This feature will allow departments to set a given number of seats aside for a group of students who meet additional criteria above and beyond the restrictions and prerequisites.

The different criteria could be a combination of any of the following thing:

Level (Undergrad/ Grad)	Curricula
Campus	Class
College	Student Attribute
Degree	Cohort
Program	Admission Term
Major	Matriculation Term
Department	Graduation Term

Example of how this could be used:

Art 2710 is a required class for the Art Major and also fulfills the BHU requirement. The department wants the class cap to be set at 50, but they want to make sure that at least 20 seats were taken by student who where graduating in the College of HU and the ART Department. They would also like to reserve 10 seats for new incoming students. This will leave 20 seats for anyone to register for.

When a student goes to register, BANNER will first look to see if they meet all the prerequisites and restrictions. If the student does, then it will look at the reserved seating and place the student in the most restrictive seat that they qualify for and register them.

WAIT LIST AUTOMATION

Waitlisting is an enrollment management tool that assists in maximizing enrollment numbers in individual course sections. It allows institutions to track excess demand for seats in courses where enrolment limits have been met and then create priority queues to assign seats as they become available due to drops and withdrawals. Students use waitlists to get in line for courses they need to fulfill their requirements. This new automated waitlist processing assists in managing the movement of students from waitlist to active registration statuses through rule and control forms and job submission processes. The waitlist functionality can be turned on and off for a given term and section.

Benefits:

- This function can be turned on and off for each individual section
- Students and Faculty can see how many students are on the Waitlist
- Students are placed on a waitlist via access
- An email is automatically sent out once a seat becomes available
- Faculty members can see who is on the waitlist
- Will give departments information on what the demand for the class is
- Can cap the number of students allowed on the waitlist
- Can designate when students can no longer get put on a waitlist

Decisions that need to be made

- On-line waitlist Notification or Batch notification
- Do we notify instructor, advisor or registrar when a student is emailed for registration
- What Error checking do we want to enforce
- How do we prioritize students on the waitlist
- When should waitlist be cleared
- How long after notification should students get to register prior to moving to the next student
- Should we exclude students from Waitlisting if the class has a waitlist

Meeting adjourned 3:00 p.m.

Ed Reeve conducted the meeting.

Cathy Gerber recorded the minutes.